



# The BASO Connection

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## About This Newsletter



The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.



## BASO Training's New Addition

### Financial Master Data Course

The BASO is offering a brand new training course! The *Financial Master Data Overview* course is designed to:

- Allow participants to develop a high level understanding of the new Financial Master Data in SAP
- Explain how Master Data relates to each business process/SAP Module
- Illustrate the link between Financial Classification Structures (FCS) and various SAP modules

To register, visit the BASO Training Calendar at:  
<http://baso.hq.nasa.gov/training.htm>.

### BASO Course Catalogue

Don't forget about the other BASO training courses:

#### Core Financial

SAP Cross-functional  
Financial Master Data  
PR Basics  
PR Intermediate

#### Business Warehouse

Overview and Basics  
Travel Reporting  
Budget Execution

#### Travel Manager

Preparer's Course

Visit the BASO Training Calendar to register!



## Core Financial Corner

### Form Matters

Before you submit that Master Data Change Form to the Competency Center – make sure it's the most recent version! The Competency Center updates and maintains these forms, and they post the most recent ones on the Online Quick Reference (OLQR) at <http://olqr-cf.ifmp.nasa.gov>. To find the specific form you need:

- Click on the Budget Execution box from the main OLQR menu
- Click on the Forms button in the upper right corner to access the Master Data Forms menu
- Choose Budget Execution to view the related forms



It's best to visit the OLQR each time you need to submit a form – if you do, you can be certain it's the most recent one. So get rid of all those old forms you have stored on your computer, and always use the OLQR forms to avoid processing delays.

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## Hold Those Purchasing SRs

The Competency Center has announced that due to a backlog in Service Requests (SRs) caused by NASA's Transformation and Center Reorganizations, any Purchasing-related SRs will be put on hold until January 2005. Purchasing SRs can still be submitted during this freeze. Stay tuned for more information!

## De-obligating a PR – The Rest of the Story

Here's the situation: You need to buy three new computers, so you create a Purchase Requisition (PR) in SAP to commit the funds. The PR is approved and a Purchase Order (PO) is created. A few days later, you discover you only need two computers. Now you have to de-obligate the PR to reflect one less computer. There are two choices for doing this:

- *Before a Purchase Order has been invoiced*  
Edit the PO using SAP Transaction ME22N. The dollar value of the reduction is de-obligated but the commitment is still outstanding.
- *After a Purchase Order has been invoiced*  
Access the PO in edit mode using SAP Transaction ME22N. Funding can be de-obligated by checking the "Final Invoice" box on the Invoice tab.

For assistance with de-obligating PRs or any other Purchasing-related questions, contact the BASO.



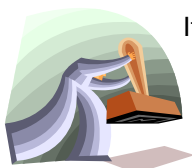
## Data Differences: SAP vs. BW

Each night, Business Warehouse (BW) is updated with the information from Core Financial SAP. There may be some instances, however, where there are discrepancies between the two:

- ✓ **Accounting Period Overlap** – There are 12 accounting periods per year (one per calendar month) and four special periods used during the year-end process. At the end/opening of each accounting period, there is a short time when there may be two open periods.
- ✓ **Prior period opening/change** – The Competency Center may have to reopen an accounting period that was previously closed. This is rarely done and requires approval from the Office of the CFO (OCFO).
- ✓ **Funds Management (FM) reposting** – The Funds Management module in SAP helps track funding by mimicking the activity in the Material Management (MM) and Finance (FI) modules. Each time a MM or FI document is entered, a similar entry is created in FM. Occasionally, a discrepancy can occur between the two.
- ✓ **Interfaces** – There may be a glitch in the execution of interface programs, which can lead to inconsistencies between BW and SAP.

You can also use BW bookmarks to get the most recent BW data in the same format each time you run the report. For help with bookmarks, check out the *Create a Bookmark* Job Aid on the BW website at <http://businesswarehouse.hq.nasa.gov/jobaids.htm>.

## Travel Manager Reviewers



If you've ever wondered how your travel documents are approved, here's your answer. Travel documents route to the appropriate Account Reviewer based on the Account Label selected. This allows the Account Reviewer to verify certain necessary information. For example, reviewers must ensure that:

- ✧ The appropriate *Object Class Code* is selected
- ✧ The Traveler is authorized to use the Organization's *Fund*
- ✧ The *Account Label* is correct
- ✧ *Travel Funds* are available
- ✧ The *Internal Order* is correct

If someone is traveling on another Organization's funds, the Account Reviewers for the funding organization and the traveler's organization will review and approve the document. For more information, visit the Travel Manager website at <http://travel.hq.nasa.gov> or contact the BASO at 202-358-IFMP (4367).



## Update: Budget Formulation

In response to NASA's Transformation and the transition to managing in a full-cost environment, NASA is redesigning its end-to-end budget process to support the Agency's new management model. As a result, the Integrated Financial Management (IFM) Budget Formulation solution, planned for implementation this fall, no longer meets the Agency's budget requirements.

### Next Steps

Looking ahead, the Comptroller's focus will be streamlining and stabilizing the Agency's budget process and full-cost practices with input from key stakeholders, as well as enhancing the existing process in order to comply with the Agency's new budget requirements. This represents the most timely and efficient solution for supporting NASA's FY07 and longer-term budget development.



The IFM Program Office would like to recognize the many individuals who contributed to the development of the IFM Budget Formulation solution. They are acknowledged and appreciated for

their hard work and commitment to improving NASA's budget process. These efforts will provide the foundation for enhancing NASA's end-to-end budget management processes. Thank you!

### BASO Footnotes



Having problems with your MSFC/Competency Center Remedy ID or password? Call the NASA Information Support Center (NISC) at 256-544-HELP (4357).



The BASO Training team is currently developing two training courses – Cost Management and Budget Execution. Stay tuned for more information about these courses!

## BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

### BASO Support Center

358-IFMP, Room 4R49  
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### BASO Leadership Team

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## Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at [jballent@hq.nasa.gov](mailto:jballent@hq.nasa.gov). If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

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